

**Trannack Primary School**  
**Local Governing Body meeting**  
**Tuesday 21st February 2023 from 4.30pm**  
**at Trannack Primary School**

	ACTION
<p><b>1. <u>ATTENDING</u> :</b></p> <p>Ray Ashmore  Sarah French (Executive Headteacher)  Joanna Hart  Debra Hoskins  Phillip Woods (Chair)</p> <p><b>In Attendance:</b> Pat Nicholas (Clerk to the Governors)  Simon Hague, Crofty MAT CEO (left the meeting at 5.45pm)  Adam Boyes, Godrevy Class teacher (left the meeting at 5.15pm)  Claire Mitchell, AHT, (left the meeting at 5.15pm)</p>	
<p><b>2. <u>APOLOGIES</u> :</b></p> <p>Received and accepted from Loveday Jenkin and Andy Ross.</p> <p><u>Literacy presentation - Claire Mitchell</u></p> <ul style="list-style-type: none"> <li>● A reading and writing action plan has been drawn up from the SDP (School Development Plan).</li> <li>● CPD and training came up at the Ofsted inspection; CM applied for and was awarded match funding to update resources and CPD for RWI (Read, Write, Inc).</li> <li>● CM has been working to embed RWI through all year groups, and offers opportunities for teachers with weekly mentoring and coaching as well as CPD. The impact of this has been that YR and Y1 are either at expected progress or above.</li> <li>● Y2/3 children who are not on track have 1-1 phonics intervention. Early reading is doing well as highlighted at the recent SILC+ visit.</li> <li>● KS2 reading - monitoring and pupil conferencing has been completed. The children enjoy reading, and this was observed during the SILC+ visit. CM paid a visit to Pencoyls to see good practice, with the next steps to look at the range of reading genres that school needs.</li> <li>● The school is working to promote reading for pleasure, with the focus on the lowest 20%. The meeting discussed initiatives to incentivise children in reading. There is a need to encourage parents to read with their children at home.</li> <li>● CM assesses the progress of all children every 6 weeks on RWI.</li> </ul>	

Q: What do children read in their own free time?

A: As long as the breadth of texts is covered within the curriculum, children are free to explore their own interests in reading for pleasure, as long as they understand and have the comprehension. There are plans to share a reading list of the types of books for them to read at home to help parents.

Q: Where do you start with poetry for children?

A: With nursery rhymes in EYFS, then famous poets like Michael Rosen and fun poems such as tongue twisters.

PW thanked CM for her presentation.

#### Maths presentation - Adam Boyes

- Ofsted wanted the school to work on consistency. While good practice was observed in class, there was no consistent approach evident across the school.
- Maths focus will be about depth of knowledge of a maths concept and ensuring that children fully understand and can apply that knowledge, e.g. problem solving and reasoning skills. This can begin in KS1 and be built on, and provides the evidence that the approach runs through the school. It is important that the children see themselves as mathematicians. The school will work to build resilience in maths, develop mathematical oracy, and improve assessment while maintaining consistency.

Q: How does the 'solve' element work?

A: It is applying the skills they have, e.g. where there is more than one answer, or a number of ways to work out the answer.

Q: How does differentiation work in a mixed age class, particularly with maths?

A: This involves a lot of work for the teachers, but they know the children well and are able to provide the appropriate support.

Q: How do you prepare the Y6 pupils for SATS?

A: The preparation started today with a reading paper; the children had lots of questions, and this was valuable as a starter, particularly for the anxious children. It was very positive overall. The preparation will build up gradually, and help the Y6 children to get used to formal testing.

PW thanked AB for his presentation.

#### Governors Induction Presentation - Simon Hague, Crofty MAT CEO

The main points discussed were:

- Governors were reassured that there is no expectation to move to the new Terms of Reference immediately.
- The importance of ensuring that the governance overall is simple and suits all those involved.
- SH explained how Crofty MAT came to be formed, starting with a successful early collaboration as an Education Action Zone (EAZ).
- Crofty MAT schools endeavour to make the learning as powerful as possible to improve the life chances for all children.
- There were 4 hubs to drive school improvement; the makeup of each was explained.
- There is one governing body which is the Trust board, which in turn looks to the LGCs (local governing committees) to know what is happening in each of the 16 schools.
- LGCs have been asked to get feedback from parents and other stakeholders.

PW thanked SH for his presentation.

<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	PW welcomed the governors to the meeting. Staff governors declared an interest as paid members of staff. No new interests were declared.	
<b>4.</b>	<b><u>MINUTES FROM THE 20.9.22 MEETING AND MATTERS ARISING</u></b>	
	The minutes of the meeting of 20.9.22 were agreed as a true record and signed by the Chair.  Matters arising: None  Actions completed: Most actions from the previous meetings had been completed; others will be carried over. (Details under 'Summary of Actions').	
<b>5.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	There were no newly appointed governors or resignations since the last meeting.	
<b>6.</b>	<b><u>HEAD TEACHER'S REPORT</u></b>	
	SF presented her report which had been circulated to governors prior to the meeting.  The main points discussed were:  Q: What are expected numbers for September 2023? A: There are 6 x 1st choice applications, 5 x 2nd choice and 3 x 3rd choice. This will affect numbers overall as 11 Y6 will be leaving.  Q: Will there be changes to classes? A: This will need to be discussed and will depend on preschool numbers. The numbers in the Y5/6 class will change from 21 to 20.  Q: Are there any concerns regarding outcomes? A: Overall the data is looking positive and particularly for Y6. There is a whole school focus on consistency in writing across the school.  Q: Are Ofsted aware of the impact on the data of small cohorts? A: It is important to make sure that Ofsted inspectors are aware of this impact.  Q: Is the school concerned about the phonics screening this year? A: The prediction is for 88% this year, which is very good.  PW thanked SF for her report.	
<b>7.</b>	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	RA has completed online prevent training, finding how it relates to primary aged children especially useful.  RA plans to complete further safeguarding training.  PW has completed the safer recruitment training.	

8.	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>The Infant's outdoor area has been completed but the grass has died away. The school will ask the estates team to look into a way to preserve these grass areas in winter.</p> <p>The roof on the main building will be replaced by September 2023, the hall redecorated, new fire doors installed and guttering replaced.</p> <p>The cupboards at the end of the hall will be cleared and bespoke storage will be put in for the dining tables and the hot plate.</p> <p>There is still an issue with the gravel on the access lane.</p>	
9.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	None.	
10.	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<p><b>Crofty governance</b> - this was covered under SH's presentation, and will be included in the next agenda.</p> <p><b>Governor training - Action - PN will check the governor induction training dates.</b></p> <p><b>SILC+ visit</b> - the report was circulated and was overall extremely positive. There are some small points to develop, but good overall. The SILC visits take place each term and SILC+ (including the external adviser) once a year.</p>	PN
11.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>● Monitoring staff wellbeing by keeping in touch regularly with the staff and Head.</li> <li>● Improving skills and knowledge by attending relevant training.</li> <li>● Ensuring effectiveness by PW's attendance at the Crofty MAT chairs' meeting on the 31st January.</li> </ul>	
12.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	<p>Governors have been asked to carry out a parent survey ready for submission on the 2nd May.</p> <p><b>Action: PN will request a copy of the parent survey questions from the Trust.</b></p> <p>Governors offered thanks to LJ for the £500 donation from the Community Chest and £500 from Helstonbury to FTS. Governors were updated on progress so far with the Coose Trannack Cross Country event.</p>	PN
13.	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	None.	
14.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	Tuesday 25th April at 4.30pm - <b>formal</b>	

	The meeting concluded at 6.50pm	
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SUMMARY OF ACTIONS		
Action	Responsible Person[s]	Date for Completion
JHa to submit the report following her meeting with Megan Bungay (carried over from the Sept 22 meeting).	JH	ASAP
SFr to arrange a forum (carried over from the Sept 22 meeting).	SF	ASAP
Pwo to arrange a PE monitoring visit (carried over from the Sept 22 meeting).	PW	ASAP
PN will check the governor induction training dates.	PN	ASAP
PN will request a copy of the parent survey questions from the Trust.	PN	ASAP

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_